

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Burien, Washington, for:

City-wide Visioning Services

at the office of the City Manager, Burien City Hall, 400 SW 152nd Street, Suite 300, Burien, WA 98166 by 3:00 p.m., Friday, November 12, 2010.

The City of Burien is seeking proposals from individuals or organizations interested in guiding a city-wide visioning process. The process is intended to solicit the community's idea of what the city should look and feel like in 10-20 years. That high level vision will be codified in a number of other documents, including the city's Comprehensive Plan, that will be prepared concurrently and adopted at the end of 2011.

The budget for this contract is not to exceed \$35,000. The work is expected to begin in January 2011 and be completed no later than June 30, 2011. The city welcomes and strongly encourages city residents or business owners to submit proposals.

The City of Burien is a relatively young city. Shortly after incorporation in 1993 the city created a vision that has guided the community ever since. This visioning process should build upon that work. The city recently increased its size and population by 50% through annexation, and now has some 46,000 residents. It is critical that the vision of those new residents is heard, understood, and incorporated into the larger, city-wide vision. Likewise, the city is demographically diverse. The process should reflect that diversity.

The successful party or organization must have a demonstrable success in creating a community vision in other cities. It must be willing to engage the community directly and thoughtfully to identify the elements of its vision. These engagements may include community forums, focus groups, stakeholder meetings etc. The successful candidate will summarize the outcomes of those sessions and advance them as a draft vision to the city council, through the city manager.

Any consultant providing services under this contract shall comply with all federal, state, county and city codes or regulations applicable to such work. Detailed information, including general terms & conditions, requested services, and requirements, is available at Burien City Hall, 400 SW 152nd Street, Suite 300, Burien, WA 98166, or on our website at www.burienwa.gov/, or by calling (206) 248-5508.

The City of Burien reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

City of Burien is an Equal Opportunity and Affirmative Action Employer.

Dated this 20th day of October 2010.

Published in the Seattle Times, October 24, 2010.
Published in the Highline Times, October 29, 2010.



City of Burien, Washington

Request for Proposals

City-wide Visioning Services

1. Scope of Work

The City of Burien is seeking proposals from individuals or organizations interested in guiding a city-wide visioning process. The process is intended to solicit the community's idea of what the city should look and feel like in 10-20 years. That high level vision will be codified in number of other documents, including the city's Comprehensive Plan, that will be prepared and adopted at the end of 2011. Under direction of the city manager, the successful candidate will plan and oversee the activities needed to articulate that vision and formalize that vision.

The successful candidate will propose and then execute a process that directly and thoughtfully engages the community to ascertain its vision. These engagements may include any combination of community forums, focus groups, stakeholder meetings etc. The successful candidate will summarize the outcomes of those sessions and advance them as a draft vision to the city council, through the city manager.

The successful candidate will also be available to facilitate council deliberations on the recommended vision. The process is intended to begin in January, 2011, with a final recommendation submitted to the City Council no later than its last meeting in June 2011.

The successful candidate will report directly to the city manager or his designee. He/she will meet with him and the City's Leadership Team, as needed, but no less than once monthly during visioning exercises.

The City of Burien is a complex, diverse and rapidly growing city with extraordinary potential and extraordinary challenges. A successful visioning process will require committed, insightful and sophisticated leadership. A demonstrable history in providing that leadership, and of successful outcomes, is imperative.

It is acceptable for a candidate/consultant to perform all or some of these services and cause others to be performed by another party via sub-contract or some other arrangement. Any consultant providing services under this contract shall comply with all federal, state, county and city codes or regulations applicable to such work.

2. Budget and Length of Contract

This contract has a not-to-exceed amount of \$35,000. The work contemplated in the contract is expected to begin in January 2011 and conclude no later than June 30, 2011.

3. Consultant Knowledge, Skills and Abilities

Any combination of skills necessary to complete the scope of work, above.

4. Submittal Requirements

- A brief letter of interest.
- Outlined approach to the program, including a description of the way services will be provided.
- Statement of qualifications and relevant experience of individual(s) who will be involved in the project.
- Ability to meet City's insurance requirement for minimum amounts of insurance; Commercial General Liability no less than \$1,000,000 for each occurrence, \$2,000,000 general aggregate and \$1,000,000 per accident automobile liability.
- Contact information for recent references.
- Submit 3 copies.

5. Deliver Proposals to:

All submittals must be received by the City of Burien on or before 3:00 p.m. on Friday, November 12, 2010, addressed to:

City of Burien
Attn: City Manager
400 SW 152nd St., Suite 300
Burien, WA 98166

Or by E-mail to: janets@burienwa.gov

6. Selection Schedule:

RFP Release Date	October 20, 2010
Submittals Due	November 12, 2010
Tentative Contract Start Date	January 10, 2011

7. Selection Process

- City staff will review all proposals, select finalists for interviews and make the final selection.
- The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted will meet the specific needs of the project.
- Prior to the commencement of work, the selected consultant will be required to sign a professional services contract with the City.
- The City is not responsible for any costs incurred by the consultant in preparation of the proposal. Once submitted to the City, all proposals will become public information.